

**THE COMMISSION ON ADMINISTRATIVE JUSTICE**  
**“Office of The Ombudsman”**



***'Hata Mnyonge Ana Haki'***

**TERMS OF REFERENCE FOR THE POSITIONS OF AUDIT COMMITTEE CHAIRPERSON AND ONE MEMBER**

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**INTRODUCTION**

The Commission on Administrative Justice (Office of The Ombudsman) is a Constitutional Commission established under Article 59(4) and Chapter Fifteen of the Constitution and the Commission on Administrative Justice Act, 2011. The Commission also has an inter alia mandate on Access to Information.

Pursuant to section 73(5) of the Public Finance Management Act, 2012 and PFM regulations, 2015 and the guidelines for establishment of Audit Committees in the Public sector vide Kenya Gazette Notice Vol CXVIII No.40 of 15<sup>th</sup> April' 2016. The Commission on Administrative Justice is seeking to recruit a Chairperson and one member of the Audit Committee.

**QUALIFICATIONS AND REQUIREMENTS FOR APPOINTMENT AS CHAIRPERSON**

To be appointed as the Chairperson of the Audit committee, one must have the following: -

- i. Have at least fifteen (15) years professional experience, ten (10) of which must be at Senior Management level in a reputable organization in any of the following fields: Finance, Accounting, Auditing, Economics, Risk Management.
- ii. Have a Bachelor's degree in any of the following fields: Finance, Accounting, Auditing, Economics, Risk Management or any other related field from a university recognized in Kenya
- iii. Be a member in a good standing with a relevant and recognized professional body such as Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA), Information Systems Audit Control Associations (ISACA), Association of Certified Fraud Examiner (ACFE)
- iv. Must not be present or past employee or an agent of the Commission for the last two (2) years
- v. Be compliant with the requirements of Chapter six of the Constitution

- vi. Have demonstrated professional competence, strong interpersonal skills, administrative capabilities and initiative in the general organization and management;
- vii. Have a thorough understanding of relevant legislations, best practices and emerging issues in Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management and related fields.
- viii. Have a good understanding of the mandate of the Commission on Administrative Justice as well as National Government operations and Financial Management.

### **Duties and responsibilities of the Chairperson**

- i. Establish procedures to govern the Audit Committee's work and ensure the Audit Committee fully discharges its duties;
- ii. Ensure that there is an effective relationship between management and the members of the Audit Committee
- iii. In consultation with the Chairperson of the Commission and Chief Executive Officer determine the frequency dates and locations of meetings of the Audit Committee
- iv. Report to the Commission on the matters reviewed by and on any decisions or recommendations of the Audit committee at the next meeting of the Commission following any meeting of the Audit committee
- v. Ensure the proper flow of information to the Audit Committee
- vi. Chair and guide meetings of the Audit Committee
- vii. Prepare the Audit Committee meeting agendas to ensure all required business is brought before the Audit Committee to enable it to efficiently carry out its duties and responsibilities
- viii. Ensure in consultation with the CEO and the Director in charge of Finance, that all items requiring the Audit Committee's approval are appropriately tabled;
- ix. Review the annual assessment of the Audit Committee and take the measures to correct the weaknesses underlined by the assessment
- x. Carry out special assignments or any functions as requested by the Commission

### **QUALIFICATIONS**

To be appointed as a member of the Audit Committee, one must have the following:

- i. Have at least ten (10) years professional experience, five (5) of which must be at a senior management level in any of the following fields: Finance, Accounting, Auditing, Economics, Risk Management I in a reputable public or private organization

- ii. Have a Bachelor's degree in any of the following fields: Finance, Accounting, Auditing, Economics, Risk Management from a recognized university in Kenya
- iii. Be a member of and in good standing with a relevant and recognized professional body such as Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA), Information Systems Audit Control Associations (ISACA), Association of Certified Fraud Examiners (ACFE)
- iv. Not be present or past employee or an agent of the Commission on Administrative Justice in the past two (2) years
- v. Be compliant with the requirements of Chapter Six of the Constitution on Leadership and Integrity
- vi. Have demonstrated professional competence, strong interpersonal skills, administrative capabilities and initiative in the general organization and management
- vii. Have a thorough understanding of the relevant legislations, best practices and emerging issues in Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management and related fields
- viii. Have a good understanding of the mandate of the Commission on Administrative Justices as well as National Government operations and Financial Management

#### **DUTIES AND RESPONSIBILITIES OF THE AUDIT COMMITTEE MEMBER**

- i. Provide strong and effective oversight of the Commission's Internal Audit Function
- ii. Monitor the effectiveness of the Commission's performance management and performance information
- iii. Promote effective and efficient audit process by providing an independent review of the internal audit work plans and reports
- iv. Evaluate the adequacy of the control environment to ensure high standards and functioning of the financial and non-financial internal control system
- v. Provide an independent review of the Commission's reporting functions to ensure the integrity of financial reports
- vi. Evaluate internal and external audit reports and make appropriate recommendations
- vii. Undertake independent reviews of the Commission's financial statements
- viii. Ensure the integrity and transparency of Commission's financial reporting process and;
- ix. Review the level of compliance with relevant legislative and regulatory requirements and promote a culture committed to lawful and ethical behavior

## **Terms of Service**

- Both the Chairperson and Committee shall:
- Be appointed for a term of three (3) years renewable for a further one term subject to satisfactory performance
- Serve on a part time basis
- Be paid allowances at rates determined by the Salaries and Remuneration Commission

## **How to Apply**

Interested and qualified persons will be required to satisfy the requirements of chapter six of the Constitution of Kenya a (2010) and submit the following documents;

- a) Certificate of Good Conduct from Criminals Investigations Department
- b) Clearance certificate from Higher Education Loans Board
- c) Tax Compliance certificate from KRA
- d) Clearance from Ethics and Anti-Corruption Commission
- e) Credit Clearance Certificate from a Credit Clearance Bureau

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for any of the roles above, please submit your application including copies of your academic and professional certificates, testimonials and curriculum vitae including among other details your current position, email and telephone contacts of three (3) referees familiar with your qualifications and work experience. Please quote the respective position on your application letter.

To be considered, your application must be received by **Tuesday, 6<sup>th</sup> November' 2018** addressed to:

**The Commission Secretary  
Commission on Administrative Justice  
2<sup>nd</sup> Floor, West End Towers – Waiyaki Way  
P.O. Box 20141-00200  
NAIROBI.**